



Varnado Store Museum  
Washington Area Museum Foundation

(6)

P. O. Box 184  
936 Pearl Street  
Franklinton, LA. 70438

(985) 795-0680  
(985) 795-0480. fax  
www.varnadostoremuseum.org

July 7, 2008

RECEIVED  
LEGISLATIVE AUDITOR  
2008 JUL 10 AM 10:57

The Honorable John Kennedy, State Treasurer  
State of Louisiana  
P.O. Box 44154  
Baton Rouge, LA 70804

Attn: Fiscal Control

Re: Request for extension of Act 18 appropriation  
WAMF-Varnado Store Museum project-Office Maintenance,  
Advertising and Building Repairs

Dear Sir:

We are writing to request an extension for the above project which was to have as its ending date, June 30, 2008. We have made progress, but have been unable to complete all of our goals for it at this time. Eventhough the project will probably be complelted shortly, we are requesting that the deadline date be changed to December 31, 2008. We are also enclosing under this cover our six-month report which is due now to show what we have been able to accomplish on the project thus far.

If this meets with your approval, we will continue the project and report next on December 31, 2008. Please contact Terry Seal, Museum Director for any questions or further information. Thank you.

Sincerely,  
Varnado Store Museum  
Board of Directors  
Terry Seal, Museum Director  
(985)839-3279

*Terry Seal*

*HBI-2008 PS 262,  
but the bill is unclear  
about which entity  
is the transferring  
entity.  
Is in practice.*

## D. A. Varnado Store Museum

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Phone 985-795-0680  
Fax 985-795-0680

varnadostoremuseum@franklinton.net

July 7, 2008

The Honorable John Kennedy, State Treasurer  
State of Louisiana  
P.O. Box 44154  
Baton Rouge, LA 70804

Attn: Fiscal Control

Re: Six-month report of Act 18 Appropriation Expenditure

Dear Treasurer Kennedy,

Since our last report in early January we have made considerable progress on our project goals, but have not completed all of them yet. We expect to have them finished shortly but have enclosed a letter requesting an extension to December 31, 2008.

Our goal for office maintenance included the purchase of a new computer. We now have the new computer in place and secured the necessary technical assistance to have information transferred to it from the old one whose memory was full. We also purchased a computer desk and supplies needed for the hook-up, etc. We are very pleased to have it in place and no longer have the worry of losing valuable information because of a crash.

Another of our goals was to have new brochures printed as we were down to our last package of the original ones we started with years ago. We completed work with the graphic artist from LTPA and after a few corrections of the drafts, the final product is a more attractive and up-to-date brochure about our Museum. We had paid only the deposit at the time of our last report and have now paid the balance. To complete our goal of advertising, we have entered into an agreement with LTPA to have our brochure distributed throughout the state at welcome and tourist information centers. We paid the fee for this service and the number of brochures required for this program will be taken to the LTPA offices next week. In addition, we bought an ad in a newspaper in a nearby Miss. county to advertise our Street Fair and had a color, bold print placed in the telephone book to highlight our phone number. We hope to buy advertising space in a magazine which focuses on travel in the south.

With regard to our building repairs and maintenance, the carpenters have completed the taking down and redoing the ceiling in the upstairs room. They were delayed somewhat because they found a decayed major beam as they removed the outer boards and had to replace it. This job was not anticipated when they started. The only thing left to do on that job is the painting of the entire ceiling of that large room, which should be completed in about two weeks. These same carpenters will repair a light in the exhibit space and replace our front door handle which will not shut the door properly. In the way of other building repair, our handicap ramp which was made of wood was starting

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starting to list to one side and we felt it was dangerous and required immediate attention. Therefore, we hired a concrete worker to take out part of the existing sidewalk and build a proper cement ramp which will serve better our handicapped visitors. It is now completed and is working well.

We are enclosing the forms required for reporting and changing the completion date of the project. If this meets with your approval, please let us know. Contact person is Terry Seal, Museum Director. Thank you.

Sincerely,  
Varnado Store Museum  
Terry Seal, Director  
(985)839-3279



Budget and Expenditure Reporting Form for WAMF—Varnado Store Museum—Office Maintenance, Advertising, and Building Repairs.  
(entity's legal name and project) For the period July 1, 2007 to July, 2008 (estimated date of completion of the project. Must be completed by June 30, 2008.)

*Request change to Dec 31, 2008 for completion*

Budget (see note below)	Actual Exp. 07-01-07 to 12-31-07	Actual Exp. 01-01-08 to 06-30-08	Actual Exp. 07-01-08 to 12-31-08
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Appropriation from State Treasury	\$10,000.00	\$ 10,000.00	\$
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Use of the Appropriation:	\$	\$	\$
Salaries (2)			

Related benefits	\$	\$	\$
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Travel	\$	\$	\$
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## Operating services:

Advertising	\$1,250.00		
Printing	\$2,140.00	\$ 535.00	\$ 425.90
Maintenance of Equipment			\$ 1605.00
Maintenance of office	\$2,500.00		\$ 1859.00
Rentals	\$		\$
Dues & Subscriptions	\$		\$
Telephones	\$		\$
Postage	\$		\$
Utilities	\$		\$
Other	\$		\$

Office Supplies	\$800.00	\$	\$
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Professional services (2)	\$	\$	\$
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Other charges (2)	\$	\$	\$
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Acquisitions & Major Repairs	\$3,310.00	\$ 787.65	\$
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Total use of the Appropriation	\$10,000.00	\$	\$
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Show only dollar amount to be received from State Treasury. Budget revisions MUST be submitted to the Treasury for approval prior to the expenditure of funds.

(1) Use a separate attachment for each State Fiscal Year's appropriation ( even if funds are used for the same project).

(2) Provide detail actual expenditure information on Attachment 2-Supplement for this item.

Budget Prepared by:	<u>Terry Seal</u>	<u>10-7-07</u>	<u>1-3-08</u>
	Date	Date	Date

Prepared by:	<u>Terry Seal</u>	<u>12/31/07</u>	<u>1-3-08</u>
	Exp. Rept.	Exp. Rept.	Date

Prepared by:	<u>Terry Seal</u>	<u>7-7-08</u>	<u>12/31/08</u>
	Exp. Rept.	Exp. Rept.	Date

## COMPLETE AND ATTACH WHEN REPORTING EXPENDITURES

Varnado Store Museum  
Legal name of Entity

Act 18 of 2007

Measures of performance completed as of: June 30, 2008  
(end date of reporting period)

1. Upgrade of Office Equipment  
(Name of measure of performance).

Portion completed: 90%  
(a number or percentage)

2. Printing brochures + Advertising  
(Name of measure of performance).

Portion completed: 90%  
(a number or percentage)

3. Window Tinting + Building Repairs  
(Name of measure of performance).

Portion completed: 75%  
(a number or percentage)

WAMF - Varnado Store Museum  
**Legal name of Entity**

1-1-08 — 6-30-08  
**Reporting Period**

**Salaries:**

POSITION TITLE(S)

AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total** (should agree with **Salaries** on Expenditure  
Report for this reporting period)

\$ \_\_\_\_\_

**Professional Services:**

VENDOR NAME(S)

AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total** (should agree with **Prof. Services** on  
Expenditure Report for this reporting period)

\$ \_\_\_\_\_

**Other Charges:**

VENDOR NAME(S)

AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total** (should agree with **Other Chgs.** on  
Expenditure Report for this reporting period)

\$ \_\_\_\_\_

**Acquisitions and Major Repairs:**

VENDOR NAME(S)

AMOUNT

Jimmy Warren  
Hall's Hardware  
Carl's Hart

\$ 600.00

152.65

35.00

**Total** (should agree with **Acq./ Major Repairs** on  
Expenditure Report for this reporting period)

\$ 787.65